Volume IV, Section 4—DL Tools Reports

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Reports

Using DL Tools, Release 5.0, you can print a variety of reports to assist your Direct Loan reconciliation process. This section provides a description and an example for each of the following reports:

- Internal Ending Cash Balance Report (formerly known as the Cash Report)

- Cash Detail Comparison

- Loan Detail Comparison – Loan Level

- Disbursement Detail Comparison

- School Account Statement (SAS) Cash Detail

- SAS Loan and Disbursement Detail

- Disbursement Measurement Tool Report (EDExpress schools only)

Each report example represents the 2005-2006 award year. Keep in mind that these reports can be run for all program years.

Internal Ending Cash Balance Report

Description

The Internal Ending Cash Balance Report (formerly known as the Cash Report) calculates and displays the school internal ending cash balance based on cash receipts and excess cash (refunds of cash) entered in Cash Management in DL Tools, and disbursement amounts from your school's EDExpress database or loan/disbursement amounts imported into DL Tools from an external file source (non-EDExpress schools). The cash detail can be imported using the Cash Detail External Add file (DLEXCASH) and the disbursement detail can be imported using the Disbursement Detail External Add file (DLEXDISB). External record layouts are provided in Volume IV, Section 3 of the *2005-2006 COD Technical Reference*.

This report is available for all program years. An EDExpress database connection is optional.

Note: Schools that do not use the Cash Management function in DL Tools or that do not import loan/disbursement amounts from an external file source (non-EDExpress schools) cannot run an Internal Ending Cash Balance Report that provides an accurate school ending cash balance.

Note: When printing an Internal Ending Cash Balance Report, if you have not identified a school code in System setup, then you can identify a particular school code in the DL Tools Print dialog box. If you leave the school code blank in the Print dialog box, then you can print an Internal Ending Cash Balance Report for all school codes in your school's database.

Sample Internal Ending Cash Balance Report – Summary With Disbursement Data Source = EDExpress

```
Report Date: 02/01/2006      U.S. DEPARTMENT OF EDUCATION       Page:    1
Report Time:  12:01:01        DIRECT LOAN TOOLS - 2005-2006
                      Internal Ending Cash Balance Report - Summary
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
******************************************************************************

Date Range:  01/01/2006 to 01/31/2006

School Code: G99999


Cash Receipts:                              $268,603

Refunds of Cash:                             $35,135

Total Cash (Receipts – Refunds of Cash):                     $233,468


Total Disbursement Net Amount from EDExpress:                $231,468


Ending Cash Balance (Total Cash - Total Net Disbursements):    $2,000
```

Sample Internal Ending Cash Balance Report – Summary With Disbursement Data Source = External Source

```
Report Date: 02/01/2006        U.S. DEPARTMENT OF EDUCATION         Page:    1
Report Time:  12:01:01         DIRECT LOAN TOOLS - 2005-2006
                           Internal Ending Cash Balance Report - Summary
    THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************************

Date Range:

School Code: G99999


Cash Receipts:                                  $268,603

Refunds of Cash:                                 $35,135

Total Cash (Receipts – Refunds of Cash):                       $233,468


Total Disbursement Net Amount from External Data:              $233,468


Ending Cash Balance (Total Cash - Total Net Disbursements):         $0
```

Sample Internal Ending Cash Balance Report – Detail Sorted by Transaction Type

```
Report Date: 02/01/2006   U.S. DEPARTMENT OF EDUCATION            PAGE:  1
Report Time:  12:12:01   DIRECT LOAN TOOLS - 2005-2006
                 Internal Ending Cash Balance Report - Detail
                                                    Sort by: Trans Type
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
***************************************************************************

Date Range: 01/01/2006 to 01/31/2006

School Code: G99999


Trans Type       Date          Amount
----------      ----------    --------------
Receipt         01/02/2006          $3,350
Receipt         01/03/2006          $3,780
Receipt         01/04/2006          $4,084
Receipt         01/05/2006          $5,881
Receipt         01/06/2006          $9,217
Receipt         01/07/2006          $9,540
Receipt         01/08/2006             $40
Receipt         01/10/2006        $147,483
Receipt         01/11/2006          $2,000
Receipt         01/12/2006          $3,650
Receipt         01/14/2006         $12,332
Receipt         01/15/2006         $65,000
Receipt         01/18/2006          $1,247
Receipt         01/19/2006            $999
Refund          01/02/2006          $3,921
Refund          01/03/2006          $3,588
Refund          01/05/2006          $3,408
Refund          01/06/2006          $3,335
Refund          01/07/2006          $3,312
Refund          01/10/2006          $3,179
Refund          01/11/2006          $3,124
Refund          01/12/2006          $3,095
Refund          01/15/2006          $3,037
Refund          01/20/2006          $3,011
Refund          01/21/2006          $2,000
Refund          01/22/2006            $125


Total Cash Receipt Records:        14
Total Refunds of Cash Records:     12

Total Cash Receipt Amount:      $268,603
Total Refunds of Cash Amount:    $35,135
```

Cash Detail Comparison

Description

The Cash Detail Comparison Report provides a comparison of cash detail records in the SAS file received from Common Origination and Disbursement (COD) to the cash detail records in DL Tools Cash Management. Cash Management records are entered manually or through the Cash Detail External Add (DLEXCASH) import option. Since only Cash entries (Drawdowns and Refunds of Cash) are used for the Cash Detail Comparison report, no disbursement detail information prints on this report. External record layouts are found in Volume IV, Section 3 of the *2005-2006 COD Technical Reference*.

An EDExpress database connection is optional.

Note: When printing a Cash Detail Comparison Report, if you have not identified a school code in System setup, then you can identify a particular school code in the DL Tools Print dialog box. If you leave the school code blank in the Print dialog box, then you can print a Cash Detail Comparison for all school codes in your school's database.

Sample Cash Detail Comparison – Sorted by Amount

```
Report Date: 02/01/2006   U.S. DEPARTMENT OF EDUCATION              PAGE:  1
Report Time:  12:01:01   DIRECT LOAN TOOLS - 2005-2006
                            Cash Detail Comparison
                                                        Sort by: Amount
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************

Date Range: 01/01/2006 to 01/31/2006              Match Status: All

School Code: G99999                               Trans Type: All

Tolerance (# days): 5


                Trans
Trans Type      Date          Trans Amount        Match Status   Record Source
-----------     ----------    ------------------   ------------   ---------------

Receipt         01/02/2006                 $112    Matched        COD

Receipt         01/02/2006                 $112    Matched        School

Receipt         01/03/2006                 $378    Matched        COD

Receipt         01/03/2006                 $378    Matched        School

Receipt         01/05/2006                 $995    Unmatched      COD

Refund          01/06/2006                 $954    Matched        COD

Refund          01/06/2006                 $954    Matched        School

Refund          01/07/2006               $1,247    Matched        School

Refund          01/07/2006               $1,247    Matched        COD

Receipt         01/09/2006               $1,797    Matched        COD

Receipt         01/09/2006               $1,797    Matched        School

Refund          01/12/2006               $3,126    Matched        School

Refund          01/12/2006               $3,126    Matched        COD

Receipt         01/02/2006               $3,350    Matched        COD

Receipt         01/02/2006               $3,350    Matched        School

Receipt         01/05/2006               $4,084    Matched        COD

Receipt         01/05/2006               $4,084    Matched        School


Totals:
  Matched Records:             16
  Unmatched Records:            1
  COD Cash Detail Records:      9
  School Cash Detail Records:   8
```

Sample Cash Detail Comparison – Filtered on Transaction Type and Sorted by Date

```
Report Date: 03/01/2006   U.S. DEPARTMENT OF EDUCATION            PAGE:  1
Report Time:  12:12:01    DIRECT LOAN TOOLS - 2005-2006
                            Cash Detail Comparison
                                                          Sort by: Date
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
***************************************************************************

Date Range: 01/01/2006 to 02/28/2006          Match Status: All

School Code: G99999                           Trans Type: Refunds of Cash

Tolerance (# days): 5


             Trans
Trans Type   Date         Trans Amount       Match Status   Record Source
----------   ----------   ------------------ -------------  ---------------

Refund       01/02/2006                $112  Matched        School

Refund       01/02/2006                $112  Matched        COD

Refund       01/03/2006                $378  Matched        School

Refund       01/03/2006                $378  Matched        COD

Refund       01/06/2006                $954  Unmatched      School

Refund       02/01/2006                $952  Unmatched      COD

Refund       02/02/2006              $1,247  Matched        School

Refund       02/02/2006              $1,247  Matched        COD

Refund       02/05/2006              $3,126  Matched        School

Refund       02/05/2006              $3,126  Matched        COD

Refund       02/10/2006             $23,126  Unmatched      COD

Refund       02/12/2006              $3,350  Matched        School

Refund       02/12/2006              $3,350  Matched        COD

Refund       02/19/2006              $4,084  Matched        School

Refund       02/19/2006              $4,084  Matched        COD

Refund       02/21/2006              $5,881  Unmatched      School


Totals:
  Matched Records:            12
  Unmatched Records:           4
  COD Cash Detail Records:     8
  School Cash Detail Records:  8
```

Loan Detail Comparison – Loan Level

Description

This report provides you with a comparison of loan detail records from the SAS file received from COD with loan or disbursement detail records imported from an external system or loan detail data in EDExpress. The Loan Detail External Add (DLEXLOAN) record layout is provided in Volume IV, Section 3 of the *2005-2006 COD Technical Reference*.

Records are grouped into four sections on the report based on selected match status (Matched, Unmatched, or All) and booked status (Booked, Unbooked, or Both Booked and Unbooked). The four sections are:

Booked Records That Are Matched - Loan records appear in this section of the Compare report if the SAS shows a booked date and the loan data in the SAS matches the data in your school's database. If you receive a DSDF with monthly detail, then loans never appear in this section when the Loan Level Compare is run, since the loan totals in the monthly detail section of the SAS are always $0.

Booked Records That Are Unmatched - Loan records appear in this section of the Compare report if the loan appears on the SAS as booked, but the data does not appear in your school's database; or there is a discrepancy between the COD data and the school data. If your school receives a DSDF with monthly detail, then all loans that appear in the SAS as booked and appear in this section when the Loan Level Compare is run, unless the loan was reduced to $0 at the school.

Unbooked Records That Are Matched (MPN Missing) - Loan records appear in this section of the Compare report if the loan appears on the SAS as unbooked and the amounts match between COD and the school.

Note: If your school has not imported a booking notification for the loan but the SAS shows that the loan is booked, then the loan does not appear in this section. The booking status is according to the COD system, not according to your school's database. If your school receives a DSDF with monthly detail, then no loans appear in this section when the Loan Level Compare is run (unless the SAS shows the loan as unbooked and your school data shows that the loan total is $0), due to the fact that loan totals in the monthly detail section of the SAS are always $0.

School Records That Are Not On SAS Or Mismatched SAS Unbooked Records - Loan records will appear in this section of the Compare report if the loan exists in your school's database but does not appear on the SAS; the loan appears as unbooked on the SAS, but the record does not appear in your school's database; or there is a discrepancy between the COD data and the school data for an unbooked loan. If your school receives a DSDF with monthly detail, then any disbursements that were accepted in a previous month would not be on the monthly SAS, and would therefore appear in this section.

Note: A Loan Detail Comparison – Loan Level Report runs regardless of the type of SAS that has been imported into DL Tools, as long as the SAS contains either loan detail or disbursement detail. An EDExpress database connection is optional.

Note: When printing a Loan Detail Comparison, if you have not identified a school code in System setup, then you can identify a particular school code in the DL Tools Print dialog box. If you leave the school code blank in the Print dialog box, then you can print a Loan Detail Comparison for all school codes in your school's database.

Loan Detail Comparison – Loan Level, Sorted by Loan ID; Page 1

```
Report Date: 02/01/2006   U.S. DEPARTMENT OF EDUCATION              PAGE:  1
Report Time:  12:01:01   DIRECT LOAN TOOLS - 2005-2006
                    Loan Detail Comparison - Loan Level
                                                      Sort by: Loan ID
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****************************************************************************

School Code: G99999                          End Date: 01/31/2006

Booked Status: Both Booked and Unbooked      Match Status: All

BOOKED RECORDS THAT ARE MATCHED

                                             School/COD      # School
Loan ID                 Student's Name       Net Amount      Disbs
--------------------    ------------------------------   --------------   --------

111101234P06G99999001   JONES, JAMES J                    $500/  $500    2

200201234S06G99999001   SMITH, SALLY S                   $2625/ $2625    2
```

Loan Detail Comparison – Loan Level, Sorted by Loan ID; Page 2

```
Report Date: 02/01/2006   U.S. DEPARTMENT OF EDUCATION              PAGE:  2
Report Time:  12:01:01   DIRECT LOAN TOOLS - 2005-2006
                  Loan Detail Comparison - Loan Level
                                                   Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************

School Code: G99999                              End Date: 01/31/2006

Booked Status: Both Booked and Unbooked          Match Status: All

BOOKED RECORDS THAT ARE UNMATCHED

                                          School/COD      # School
Loan ID               Student's Name      Net Amount      Disbs
--------------------  ------------------------------ --------------  --------

111011234S06G99999001  WHITE, WENDY W               $500/  $245        2

222029876S06G99999001  BLACK, BUD B                    /  $245        1

333031234S06G99999001  GREEN, GARY G                $500/             2
```

Loan Detail Comparison – Loan Level, Sorted by Loan ID; Page 3

```
Report Date: 02/01/2006   U.S. DEPARTMENT OF EDUCATION            PAGE:  3
Report Time:  12:01:01   DIRECT LOAN TOOLS - 2005-2006
                  Loan Detail Comparison - Loan Level
                                                 Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
**************************************************************************

School Code: G99999                           End Date: 01/31/2006

Booked Status: Both Booked and Unbooked       Match Status: All

UNBOOKED RECORDS THAT ARE MATCHED (MPN MISSING)

                                               School/COD     # School
Loan ID                 Student's Name         Net Amount     Disbs
--------------------    ------------------------------   --------------   --------

444041234P06G99999001   BROWN, BRENDA B        $500/  $500      2

555051234U06G99999001   RED, ROBERT R          $1500/ $1500     2
```

Loan Detail Comparison — Loan Level, Sorted by Loan ID; Page 4

```
Report Date: 02/01/2006   U.S. DEPARTMENT OF EDUCATION           PAGE:  4
Report Time:  12:01:01   DIRECT LOAN TOOLS - 2005-2006
                    Loan Detail Comparison - Loan Level
                                                     Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************

School Code: G99999                          End Date: 01/31/2006

Booked Status: Both Booked and Unbooked         Match Status: All

SCHOOL RECORDS THAT ARE NOT ON SAS OR MISMATCHED SAS UNBOOKED RECORDS
*NOTE - SCHOOL RECORDS OUTSIDE OF SAS DATE RANGE WILL APPEAR IN THIS SECTION

                                            School/COD      # School
Loan ID                  Student's Name     Net Amount      Disbs
--------------------     ------------------------------   --------------   --------

666061234S06G99999001    BLUE, BARBARA B          $500/   $245     2

777071234S06G99999001    WHITE, WILLIAM W              /   $245     0

888081234S06G99999001    GREEN, GLENDA G          $500/            2


TOTAL BOOKED RECORDS THAT ARE MATCHED:                               2
TOTAL BOOKED RECORDS THAT ARE UNMATCHED:                             3
TOTAL UNBOOKED RECORDS THAT ARE MATCHED (MPN MISSING):               2
TOTAL SCHOOL RECORDS THAT ARE NOT ON SAS OR MISMATCHED SAS UNBOOKED RECORDS:  3
TOTAL LOANS:                                                        10
```

Disbursement Detail Comparison

Description

This report provides you with a comparison of disbursement detail records from the SAS file received from COD with disbursement detail records imported from an external system or disbursement detail data in EDExpress. The Disbursement Detail External Add (DLEXDISB) record layout is provided in Volume IV, Section 3 of the *2005-2006 COD Technical Reference*.

Records are grouped into four sections on the report based on selected match status (Matched, Unmatched, or All) and booked status (Booked, Unbooked, or Both Booked and Unbooked). The four sections are:

Booked Records That Are Matched - Disbursement records appear in this section of the Compare report if the SAS shows a booked date and the disbursement data in the SAS matches the data in your school's database.

Booked Records That Are Unmatched - Disbursement records appear in this section of the Compare report if the disbursement appears on the SAS as booked, but the data does not appear in your school's database; or there is a discrepancy between the COD data and the school data.

Unbooked Records That Are Matched (MPN Missing) - Disbursement records appear in this section of the Compare report if the disbursement appears on the SAS as unbooked, and the dates and amounts match between COD and the school.

Note: If your school has not imported a booking notification for the loan but the SAS shows that the disbursement has booked, then the disbursement does not appear in this section. The booking status is according to the COD system, not according to your school's database.

School Records That Are Not On SAS Or Mismatched SAS Unbooked Records -
Disbursement records appear in this section of the Compare report if the disbursement exists in your school's database but does not appear on the SAS; the disbursement appears as unbooked on the SAS, but the record does not appear in your school's database; or there is a discrepancy between the COD data and the school data for an unbooked loan. If your school receives a DSDF with monthly detail, then any disbursements that were accepted in a previous month would not be on the monthly SAS and would therefore appear in this section.

Note: A Disbursement Detail Comparison Report runs only if a DSDF with disbursement detail has been imported into DL Tools. If your school imports a DSLF rather than a DSDF, then you cannot run this report. An EDExpress database connection is optional.

Note: When printing a Disbursement Detail Comparison, if you have not identified a school code in System setup, you can identify a particular school code in the DL Tools Print dialog box. If you leave the school code blank in the Print dialog box, then you can print a Disbursement Detail Comparison for all school codes in your school's database.

Disbursement Detail Comparison – Sorted by Loan ID, Page 1

```
Report Date: 02/01/2006   U.S. DEPARTMENT OF EDUCATION            PAGE:  1
Report Time:  12:01:01   DIRECT LOAN TOOLS - 2005-2006
                          Disbursement Detail Comparison
                                                        Sort by: Loan ID
  THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************

Date Range: 01/01/2006 to 01/31/2006

School Code: G99999                            End Date: 01/31/2006

Booked Status: Both Booked and Unbooked        Match Status: All

BOOKED RECORDS THAT ARE MATCHED

                                              Disb #/   School/COD
Loan ID                 Student's Name        Seq #     Net Amount
--------------------    ------------------------------  -------   -------------

111019876P06G99999001   BROWN, BARRY B            1/ 1    $500/  $500

222029876S06G99999001   TAN, TERESA T             1/ 1    $500/  $500
```

```
Report Date: 02/01/2006   U.S. DEPARTMENT OF EDUCATION              PAGE:  2
Report Time:  12:01:01   DIRECT LOAN TOOLS - 2005-2006
                         Disbursement Detail Comparison
                                                          Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
******************************************************************************

Date Range: 01/01/2006 to 01/31/2006

School Code: G99999                              End Date: 01/31/2006

Booked Status: Both Booked and Unbooked          Match Status: All

BOOKED RECORDS THAT ARE UNMATCHED

Loan ID                 Student's Name
  SCHOOL  Disb#  Seq#  Date      Type  Gross   Fee     Rebate  Net    Net Adj
  COD     Disb#  Seq#  Date      Type  Gross   Fee     Rebate  Net    Net Adj
-----------------------------------------------------------------------------

333039876S06G99999001  RED, ROBERTA R
          1      1    01/05/2006   D  $1,313   $39     $20    $1,294
          1      1    01/05/2006   D  $1,312   $39     $20    $1,293

333039876S06G99999001  RED, ROBERTA R
          2      1    01/11/2006   D  $1,313   $39     $20    $1,294
          2      1    01/11/2006   D  $1,312   $39     $20    $1,293

444049876S06G99999001  GREEN, GREG G
          1      2    01/12/2006   A  $1,500   $45     $23    $1,478  $1,281
          1      2    01/12/2006   A  $1,501   $45     $23    $1,479  $1,282

444049876S06G99999001  GREEN, GREG G
          2      2    01/15/2006   A  $1,500   $45     $23    $1,478  $1,281
               NO MATCHING COD DISBURSEMENT EXISTS
```

```
Report Date: 02/01/2006   U.S. DEPARTMENT OF EDUCATION              PAGE:  3
Report Time:  12:01:01   DIRECT LOAN TOOLS - 2005-2006
                         Disbursement Detail Comparison
                                                       Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************

Date Range: 01/01/2006 to 01/31/2006

School Code: G99999                            End Date: 01/31/2006

Booked Status: Both Booked and Unbooked        Match Status: All

UNBOOKED RECORDS THAT ARE MATCHED (MPN MISSING)

                                              Disb #/   School/COD
Loan ID                 Student's Name        Seq #     Net Amount
--------------------    --------------------------------  -------   -------------

555059876P06G99999001   BLUE, BELINDA B         1/ 1    $1,500/$1,500

668069876U06G99999001   BROWN, BILL B           1/ 1    $1,500/$1,500
```

Disbursement Detail Comparison – Sorted by Loan ID, Page 4

```
Report Date: 02/01/2006   U.S. DEPARTMENT OF EDUCATION              PAGE:  4
Report Time:  12:01:01   DIRECT LOAN TOOLS - 2005-2006
                         Disbursement Detail Comparison
                                                     Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************

Date Range: 01/01/2006 to 01/31/2006

School Code: G99999                              End Date: 01/31/2006

Booked Status: Both Booked and Unbooked          Match Status: All

 SCHOOL RECORDS THAT ARE NOT ON SAS OR MISMATCHED SAS UNBOOKED RECORDS
*NOTE - SCHOOL RECORDS OUTSIDE OF SAS DATE RANGE WILL APPEAR IN THIS SECTION

Loan ID                Student's Name
    SCHOOL  Disb#  Seq#  Date      Type  Gross   Fee    Rebate  Net     Net Adj
    COD     Disb#  Seq#  Date      Type  Gross   Fee    Rebate  Net     Net Adj
-----------------------------------------------------------------------------

777079876U06G99999001  WHITE, WENDELL W
            1     1  01/05/2006   D  $1,313   $39    $20   $1,294
            1     1  01/05/2006   D  $1,314   $39    $20   $1,295

777079876U06G99999001  WHITE, WENDELL W
            2     1  01/25/2006   D  $1,312   $39    $20   $1,293
            2     1  01/25/2006   D  $1,313   $39    $20   $1,294

999099876U06G99999001  BLACK, BARBARA B
            1     2  01/02/2006   A  $1,500   $45    $23   $1,478   $1,281
            1     2  01/02/2006   A  $1,501   $45    $23   $1,479   $1,282

999099876S06G99999001  BLACK, BARBARA B
            NO MATCHING SCHOOL DISBURSEMENT EXISTS
            2     2  01/05/2006   A  $1,500   $45    $23   $1,478   $1,281


TOTAL BOOKED RECORDS THAT ARE MATCHED:                               2
TOTAL BOOKED RECORDS THAT ARE UNMATCHED:                             4
TOTAL UNBOOKED RECORDS THAT ARE MATCHED (MPN MISSING):               2
TOTAL SCHOOL RECORDS THAT ARE NOT ON SAS OR MISMATCHED SAS UNBOOKED RECORDS:  4
TOTAL DISBURSEMENTS:                                                12
```

SAS Cash Detail

Description

The SAS Cash Detail Report displays the information from SAS Cash Detail records in your school's EDExpress database. SAS Cash Detail data is received from COD and imported into DL Tools. This report contains Transaction Type, Transaction Date, Transaction Amount, COD Process Date, GAPS Control/Check Number, and Totals.

An EDExpress database connection is optional.

Sample SAS Cash Detail – Sorted by Transaction Type

```
Report Date: 02/01/2006   U.S. DEPARTMENT OF EDUCATION              PAGE:  1
Report Time:  12:01:01    DIRECT LOAN TOOLS - 2005-2006
                              SAS Cash Detail
                                                         Sort by: Trans Type
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************

Date Range: 01/01/2006 to 01/31/2006              Trans Type: All

School Code: G99999

End Date: 01/31/2006

                Trans                     COD Process     GAPS Control/
Trans Type      Date         Trans Amount Date            Check Number
-----------     ----------   -------------- -------------  ---------------

Receipt         01/02/2006          $3,126 01/05/2006      1111111111111
Receipt         01/03/2006          $5,881 01/10/2006      1111111111112
Receipt         01/04/2006          $9,217 01/11/2006      1111111111113
Receipt         01/05/2006            $112 01/12/2006      1111111111114
Receipt         01/06/2006            $378 01/13/2006      1111111111115
Receipt         01/07/2006          $1,247 01/14/2006      1111111111116
Receipt         01/08/2006          $4,084 01/15/2006      1111111111117
Receipt         01/09/2006          $3,350 01/17/2006      1111111111118
Receipt         01/10/2006          $1,797 01/18/2006      1111111111119
Receipt         01/11/2006            $954 01/19/2006      1111111111110
Refund          01/02/2006          $3,126 01/20/2006      1111111111111
Refund          01/03/2006          $5,881 01/21/2006      1111111111112
Refund          01/05/2006          $9,217 01/22/2006      1111111111113
Refund          01/06/2006            $112 01/23/2006      1111111111114
Refund          01/07/2006            $378 01/24/2006      1111111111115
Refund          01/08/2006          $1,247 01/25/2006      1111111111116
Refund          01/09/2006          $4,084 01/26/2006      1111111111117
Refund          01/11/2006          $3,350 01/27/2006      1111111111118
Refund          01/12/2006            $954 01/28/2006      1111111111119
Refund          01/14/2006          $1,797 01/29/2006      1111111111121


Total Cash Receipt Records:       10
Total Refunds of Cash Records:    10
Total SAS Cash Detail Records:    20

Total Cash Receipt Amount:    $30,146
Total Refunds of Cash Amount: $30,146
```

SAS Loan and Disbursement Detail

Description

The SAS Loan and Disbursement Detail Report (with the option to include or exclude disbursement detail) displays the information from SAS Loan and Disbursement Detail records in your school's database. SAS Loan and Disbursement Detail data is received from COD and imported into DL Tools. This report contains Student's Name, Loan ID, Record Type, Gross Amount, Fee Amount, Interest Rebate Amount, Net Amount, and Totals.

An EDExpress database connection is optional.

Sample SAS Loan Detail (Disbursement Detail Not Included) — Filtered for Both Booked and Unbooked, Page 1

```
Report Date: 02/01/2006   U.S. DEPARTMENT OF EDUCATION              PAGE:  1
Report Time:  12:01:01   DIRECT LOAN TOOLS - 2005-2006
                           SAS Loan Detail
                                                     Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
******************************************************************************

School Code: G99999                     Booked Status: Booked and Unbooked

End Date: 01/31/2006                    Loan Type: All

Student's Name
PLUS Borrower's Name          Record   Gross    Fee    Int Rebate  Net
  Loan ID                     Type     Amount   Amount Amount      Amount
----------------------------  -------- -------  ------ --------    -------


LIWANAG, FRED G
   001501948S06G99999001      Unbooked   $500    $245    $122      $377
   001501948U06G99999002      Unbooked $2,000     $48     $24    $1,976

LIWANAG, ZSAELLA G
   001501948S06G99999001      Unbooked $2,000     $48     $24    $1,976
   001501948S06G99999002      Unbooked $2,000     $48     $24    $1,976
   001501948U06G99999001      Unbooked $2,000     $48     $24    $1,976

ROONEY, CARMEL M
ROONEY, ROBERT A
   007866624S06G99999001      Booked   $2,000     $24     $12    $1,988
   007866624S06G99999002      Booked   $2,000     $24     $12    $1,988
   007866624P06G99999001      Booked   $2,000     $24     $12    $1,988

DOUGHERTY, MICHAEL B
   011567436S06G99999001      Booked   $2,000     $36     $18    $1,982
   011567436S06G99999002      Booked   $2,000     $36     $18    $1,982
   011567436U06G99999001      Booked   $2,000     $36     $18    $1,982

GARUBA, KENNETH O
   011708361S06G99999001      Booked     $100     $61     $30      $69
   011708361S06G99999002      Booked   $2,000     $61     $30    $1,969
   011708361U06G99999001      Booked   $2,000     $61     $30    $1,969

KIDANE, FRED G
   011787167S06G99999001      Unbooked $2,000     $67     $33    $1,966

KIDANE, DANIEL G
   011787167S06G99999001      Unbooked $2,000     $67     $33    $1,966
   011787167S06G99999002      Unbooked $2,000     $67     $33    $1,966
   011787167U06G99999001      Unbooked $2,000     $67     $33    $1,966

GERMANY, ANTOINE T
   014422953S06G99999001      Booked   $2,000     $53     $26    $1,973
   014422953S06G99999002      Booked   $2,000     $53     $26    $1,973
   014422953U06G99999001      Booked   $2,000     $53     $26    $1,973

GONSALVES, FRED M
   014605637S06G99999001      Unbooked $2,000     $37     $18    $1,981
```

Sample SAS Loan Detail (Disbursement Detail Not Included) — Filtered for Both Booked and Unbooked, Page 2

```
Report Date: 02/01/2006   U.S. DEPARTMENT OF EDUCATION              PAGE:  2
Report Time:  12:01:01   DIRECT LOAN TOOLS - 2005-2006
                            SAS Loan Detail
                                                        Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************

School Code: G99999                         Booked Status: Booked and Unbooked

End Date: 01/31/2006                        Loan Type: All

Student's Name
PLUS Borrower's Name             Record    Gross      Fee     Int Rebate  Net
  Loan ID                        Type      Amount     Amount  Amount      Amount
-----------------------------   --------  -------    ------  --------    -------


Total Booked Loans:              12        $22,100
Total Unbooked Loans:            10        $18,500
Total Loans:                     22        $40,600

Total Loan Gross Amount:    $40,600
Total Loan Net Amount:      $39,902
```

Sample SAS Loan and Disbursement Detail (Disbursement Detail Included) — Filtered for Booked Only, Page 1

```
Report Date: 02/01/2006   U.S. DEPARTMENT OF EDUCATION              PAGE:  1
Report Time:  12:01:01    DIRECT LOAN TOOLS - 2005-2006
                          SAS Loan and Disbursement Detail
                                                        Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************

Date Range: 01/01/2006 to 01/31/2006

School Code: G99999                       Booked Status: Booked

End Date: 01/31/2006                      Loan Type: All

Student's Name
PLUS Borrower's Name          Record   Gross    Fee     Int Rebate  Net
  Loan ID                     Type     Amount   Amount  Amount      Amount
-----------------------------  --------  -------  ------  --------    -------
                    Disb #  Seq #  Type  Disb Date   Gross Amount  Net Amount
                    ------  -----  ----  ---------   ------------  ----------


BLUE, BILL B
  111014321S06G99999001           Booked   $2,000     $24      $12      $1,988
                      1      1   D    01/02/2006         $100          $76
  111014321S06G99999002           Booked   $2,000     $24      $12      $1,988
                      1      1   D    01/05/2006         $100          $76
  111014321U06G99999001           Booked   $2,000     $24      $12      $1,988
                      1      1   D    01/11/2006         $100          $76

WHITE, WILLIAM W
  222024321S06G99999001           Booked   $2,000     $36      $18      $1,982
                      1      1   D    01/03/2006         $100          $63
  222024321S06G99999002           Booked   $2,000     $36      $18      $1,982
                      1      1   D    01/10/2006         $100          $63
  222024321U06G99999001           Booked   $2,000     $36      $18      $1,982
                      1      1   D    01/15/2006         $100          $63

RED, RHONDA R
  333034321S06G99999001           Booked    $100      $61      $30        $69
                      1      1   D    01/15/2006         $100          $39
  333034321S06G99999002           Booked   $2,000     $61      $30      $1,969
                      1      1   D    01/16/2006         $100          $39
  333034321U06G99999001           Booked   $2,000     $61      $30      $1,969
                      1      1   D    01/20/2006         $100          $39


BLACK, BRENDA B
  444044321S06G99999001           Booked   $2,000     $53      $26      $1,973
                      1      1   D    01/20/2006         $100          $47
  444044321S06G99999002           Booked   $2,000     $53      $26      $1,973
                      1      1   D    01/22/2006         $100          $47
  444044321U06G99999001           Booked   $2,000     $53      $26      $1,973
                      1      1   D    01/25/2006         $100          $47
```

Sample SAS Loan and Disbursement Detail (Disbursement Detail Included) — Filtered for Booked Only, Page 2

```
Report Date: 02/01/2006   U.S. DEPARTMENT OF EDUCATION            PAGE:  2
Report Time:  12:01:01   DIRECT LOAN TOOLS - 2005-2006
                    SAS Loan and Disbursement Detail
                                                      Sort by: Loan ID
  THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
**************************************************************************

Date Range: 01/01/2006 to 01/31/2006

School Code: G99999                        Booked Status: Booked

End Date: 01/31/2006                       Loan Type: All

Student's Name
PLUS Borrower's Name            Record   Gross     Fee    Int Rebate  Net
  Loan ID                        Type    Amount   Amount  Amount      Amount
-----------------------------  --------  -------  ------  --------   -------
                     Disb # Seq #  Type  Disb Date  Gross Amount Net Amount
                     ------ -----  ----  ---------- ------------ ----------

Total Booked Loans:              12       $22,100
Total Unbooked Loans:             0       $00,000
Total Loans:                     28       $22,100
Total Disbursements:             12       $22,100

Total Loan Gross Amount:     $22,100
Total Loan Net Amount:       $21,386
```

Disbursement Measurement Tool Report (EDExpress Schools Only)

Description

This report is for EDExpress schools only. It monitors the disbursement process by calculating and averaging the actual process time from entry of actual disbursements, to sending the actual disbursements in a document to COD, and to booking the loan. The report compares the average number of days elapsed to your tolerances, or guidelines, in DL Tools System Setup. You can compile an Actual Disbursement Measurement Report with subtotals and totals for the records in the list. This report also contains the Student's Name, PLUS Borrower's Name, Disbursement Date/#/Type, Batched Date and Days Elapsed, Booked Date, and Days Elapsed.

This report is available for program years 2003-2004 and forward. An EDExpress database connection is required.

Sample Disbursement Measurement Tool Report, Page 1

```
Report Date: 02/01/2006        U.S. DEPARTMENT OF EDUCATION              PAGE:  1
Report Time:  12:01:01        DIRECT LOAN TOOLS - 2005-2006
                             Disbursement Measurement Tool Report
                                 (ALL RECORDS)                   Sort: Last Name
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****************************************************************************************

Date Range: 01/01/2006 to 01/31/2006      Tolerance (Disbursed to Batched):  0

School Code: G99999                        Tolerance (Disbursed to Booked):  0

Student's Name                                   Disb/Batched          Disb/Bked
PLUS Borrower's Name         Disb        Batched Days         Booked   Days
  Loan ID                    Date/#/Type  Date   Elapsed       Date    Elapsed
-------------------------- -----------------------------------------------------------

DUNLAP, AZALEA A.
CRUZ, DAISY
  058764778P06G99999001      01/01/2006 1 D 01/02/2006   1        01/05/2006   5

  058764778S06G99999001      01/02/2006 1 D 01/05/2006   3        01/15/2006  13
                             01/10/2006 1 A 01/15/2006   5

  058764778U06G99999001      01/02/2006 1 D 01/15/2006  13                    30*
                             01/20/2006 2 D 01/25/2006   5
                             01/22/2006 2 A 01/23/2006   1

RUBEN, JEMELINE I.
BITTER, EDGAR
  058626852P06G99999001      01/05/2006 1 D 01/10/2006   5        01/20/2006  15
                             01/21/2006 1 A 01/22/2006   1

  058626852S06G99999001      01/20/2006 1 D 01/22/2006   2        01/25/2006   5
                             01/21/2006 2 D 01/26/2006   5
                             01/27/2006 2 A 01/27/2006   0

ZUBER, JEMELINE I.
  238626852S06G99999001      01/20/2006 1 D 01/21/2006   1        01/22/2006   2
                             01/23/2006 2 D 01/23/2006   0
```

Sample Disbursement Measurement Tool Report, Page 2

```
Report Date: 02/01/2006        U.S. DEPARTMENT OF EDUCATION           PAGE:  2
Report Time:  12:01:01         DIRECT LOAN TOOLS - 2005-2006
                               Disbursement Measurement Tool Report
                                   (ALL RECORDS)                  Sort: Last Name
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
********************************************************************************

Date Range: 01/01/2006 to 01/31/2006       Tolerance (Disbursed to Batched):  0

School Code: G99999                         Tolerance (Disbursed to Booked):  0

Student's Name                                      Disb/Batched           Disb/Bked
PLUS Borrower's Name            Disb      Batched    Days          Booked   Days
  Loan ID                       Date/#/Type Date     Elapsed       Date     Elapsed
--------------------------- ------------------------------------------------------


Recommended Tolerance (Disbursed to Batched):       0
Recommended Tolerance (Disbursed to Booked):        0

Total Number of PLUS Disbursement Records:          3
Average Days Elapsed (Disbursed to Batched):        2.33
Average Days Elapsed (Disbursed to Booked):         10.00

Total Number of Subsidized Disbursement Records:    7
Average Days Elapsed (Disbursed to Batched):        2.29
Average Days Elapsed (Disbursed to Booked):         6.67

Total Number of Unsubsidized Disbursement Records:  3
Average Days Elapsed (Disbursed to Batched):        6.33
Average Days Elapsed (Disbursed to Booked):         30.00

Total Number of Disbursement Records:               13
Average Days Elapsed (Disbursed to Batched):        3.23
Average Days Elapsed (Disbursed to Booked):         11.67


* – Current Date Used
```